

**Script Name****Description****Created By****Tested By****Date Tested****Prerequisites****Use Cases Covered****Exemption Submit\_Resolution Resolution**

The purpose of this script is to test an A-133 Institution's ability to submit an Exemption Request.

Seth Sinclair

UC 29\_Resolve Exemption/Waiver Request

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	<b>Data Entry user logs in</b>				
1	Open Internet browser.	Browser opens up.			
2	Enter the link to the eZ-Audit application into your browser: <http://dev.ezaudit.ed.gov:8531/EZ3WebApp/login.jsp>.	System presents the login page.			
3	Enter username <nonprof09> and password <Password1>.	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	Select the "Login" button.	System presents the "Institution Home" page.  There is a notification stating that the "FYE 10/31/2002 annual submission is due on 07/31/2003."			
	<b>Select to submit an exemption request</b>				
5	Select the "Create Exemption/Waiver Request Submission" link	System displays the "Create Waiver Exemption Request" page. Immediately below the heading is the Institution Name <Non-Profit School> and OPE ID <20000009> and the following text: "Please use the fields below to upload your Waiver/Exemption Request into the system. Please note, all files must be in .pdf format. Once all file(s) have been uploaded, select "Submit". Selecting "Cancel" will return you to your home page without saving or submitting your information." Below this the page contains a "Browse" and an "Add" buttons for the user to upload and attach files.  There is a "Cancel" button and a "Submit to Ed" button.			
6	Select the "Browse" button	System displays window that allows user to browse their computer and select a file to upload.			
7	Select a file to upload <SAMPLE.pdf>				
8	Select "Open"	System re-displays the "Create Waiver Exemption Request" page with the path to the selected file shown in the text box to the left of the "Browse" button.			
9	Select the "Add" button	System re-displays the "Create Waiver Exemption Request" page with an "Attached Files" table displayed at the bottom of the page that shows the uploaded file. There is a "Delete" button available with the file.			

10	Select the "Submit to ED" button.	System returns the user to the Institution home page Home Page" with the following message in the notifications section: "Your Exemption/Waiver Request submitted on <CURRENT DATE/TIME> has been received. Review of your submission has not yet started.  A temporary notification is displayed stating that the request was received by the Department.			
	<b>Data Entry user logs out</b>				
11	Select the "Logout" link.	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link labeled "Click here to log back in."			
12	Close Internet browser.	Internet browser is closed.			

<b>Script Name</b>	<b>Exemption Submit_Resolution Resolution</b>
<b>Description</b>	The purpose of this script is to test an A-133 Institution's ability to submit an Exemption Request.
<b>Created By</b>	Seth Sinclair
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<b>Date Tested</b>	
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<b>Use Cases Covered</b>	UC 29_Resolve Exemption/Waiver Request

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Co-Team Leader logs in to assign the Exemption Request</b>					
1	Open Internet browser.	Browser opens up.			
2	Enter the link to the eZ-Audit application into your browser: <http://dev.ezaudit.ed.gov:8531/EZ3WebApp/login.jsp>.	System presents the login page.			
3	Enter username <colead01> and password <Password1>.	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	Select the "Login" button.	The system presents the Co-Team Home Page. In the "Submissions Pending Assignment" Queue, there is a record for <Non-Profit School> <20000009> with a Submission Type of <Exemption Request>.			
5	Select <ars01> from the Assign To drop down list and select to "Assign" the submission for the <Non-Profit School - Waiver/Exemption Request>	The system refreshes the page and displays the Co-Team queue; the "assigned" submission is no longer displayed in the pending assignment queue.			
<b>Co-team Leader logs out</b>					
6	Select the "Logout" link.	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."			
7	Close Internet browser.	Internet browser closes.			

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The purpose of this script is to test an A-133 Institution's ability to submit an Exemption Request.

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UC 29\_Resolve Exemption/Waiver Request

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	<b>Audit Resolution Specialist logs in to Review/Approve the Exemption Request</b>				
1	Open Internet browser.	Browser opens up.			
2	Enter the link to the eZ-Audit application into your browser: <http://dev.ezaudit.ed.gov:8531/EZ3WebApp/login.jsp>.	System presents the login page.			
3	Enter username <fsinat01> and password <Password1>.	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	Select the "Login" button.	The system presents the ARS Home/Queue page to the user.  There is a record for <Non-Profit School> OPE ID: <20000009> Submission Type: <Waiver/Exemption Request> Submission Status: <Review not Started>			
5	Select the <Non-Profit School> link	System presents the "Exemption Resolution" page. There is left navigation bar and a content area.  The content area of the page contains the Institution Name <Non-Profit School>and OPE ID <20000009> followed by a link to view the institution's Exemption Request Submission. There is a dropdown box labeled "Determination." A Save button is available.			
6	Select the "Exemption/Waiver Request" link to the attached file	System opens a new browser window that displays the institution's exemption request.			
7	Close the browser window.	The "Exemption Resolution" page remains open.			
8	Select "Approve" from dropdown list for Determination	Field displays the value.			

9	Select the "Save" Button	<p>The System refreshes the Exemption Resolution page. Institution name and OPEID are displayed at the top of the page. The following fields are displayed in the first section on the page:</p> <ul style="list-style-type: none"> <li>• Determination (Dropdown; Set to Approved)</li> <li>• User Name (Pre-populated)</li> <li>• Date (Pre-populated)</li> <li>• Notes (editable text box)</li> <li>• Fiscal Year End (Dropdown w/ current and next fiscal year available)</li> <li>• Next Due Date</li> </ul> <p>There is another section with fields to capture:</p> <ul style="list-style-type: none"> <li>• Expired (Checkbox)</li> <li>• Withdrawn (Checkbox)</li> <li>• User Name</li> <li>• Date</li> </ul> <p>There is a Save option, a Cancel option, and a Resolution Complete option.</p>			
10	Select <10/31/2002> in the Fiscal Year End field	Field displays the value.			
11	Select the "Save" button	Value in the Next Due Date field is displayed based on the selection made in the Fiscal Year End field.			
12	Select "Resolution Complete"	The System displays the Case User's Home page. The Exemption Request record is no longer displayed in the User's Queue.			
	<b>Audit Resolution Specialist logs out</b>				
13	Select the "Logout" link.	<p>The system displays a page with the following message to the user after the eZ-Audit Logout title:</p> <p>"Thank you for using eZ-Audit, you have been logged out."</p> <p>There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."</p>			
14	Close Internet browser.	Internet browser is closed.			

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3	Enter username <nonprof09> and password <Password1>.	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	User selects "Login" button.	System presents the "Institution Home" page.  A notification is displayed stating that the Exemption Request was received and approved.			
	<b>Data Entry user Submits Unaudited Financial Statements</b>				
5	Select "Create FYE 10/31/2002 Annual Submission" link	System displays the "Financial Statement Information Page."  The page contains fields for the user to enter the period covered by their financial statements.  There is a Save option and a Save and Proceed option.			
6	Enter <01/01/02> and <12/31/02> for "Period Covered"	Field accepts input			

7	Select the "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page.</p> <p>The contents area of the page has the heading "Upload Attachments". Immediately below the heading is the Institution name &lt;Non-Profit School&gt; and OPE ID &lt;20000009&gt;.</p> <p>The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete financial statements. Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format.</p> <p>Following the text there are text labels, buttons (browse, add) and checkboxes (Financial Statements, Other) that allow the user to browse for, identify what is contained in file and upload files for submission.</p>			
8	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.			
9	Select file to upload <sample.pdf>				
10	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.			
11	Select "Unaudited Financial Statements"	Field accepts input			
12	Select the "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.			
<b>Data Entry User Submits</b>					
13	Select the "Save & Proceed" button	<p>System displays the "Submit" page.</p> <p>There is an option to "Submit to ED"</p>			
14	Select the "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed in the "Notifications" section: Your FYE 12/31/2002 Annual submission was received on MM/DD/YYYY, HH:MM:SS.			
<b>Data Entry user logs out</b>					
15	Select the "Logout" link.	<p>The system displays a page with the following message to the user after the eZ-Audit Logout title:</p> <p>"Thank you for using eZ-Audit, you have been logged out."</p> <p>There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."</p>			
16	Close Internet browser.	Internet browser is closed.			

**NOTE - USE DEV PC TO SET CLOCK AHEAD  
ONE YEAR**